

Establishment Project – Year 2 Guidance for Completing the Year 2 Training Costs Template

This document shall serve as a resource guide for completing the training costs template for year 2. As a reminder, staffing costs in year 2 are only reimbursable at 75% - and of this total, the provider is still responsible for depositing the 21.3% non-federal match into a designated state VR account. Allowable training costs are still reimbursable at 100%.

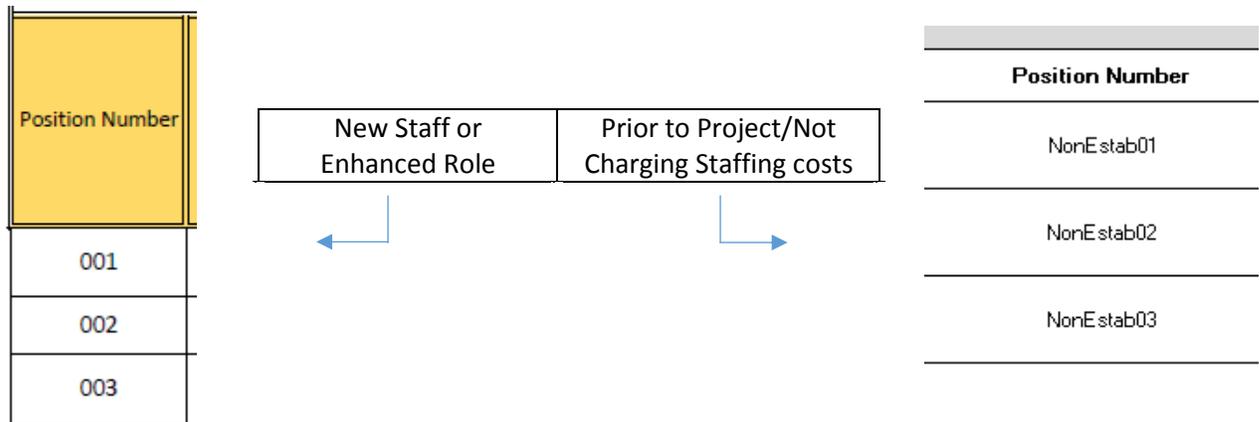
The specific changes highlighted below are a result of findings from the Rehabilitation Services Administration as well as Contractor findings through the state’s 90 day audits being conducted by the Family and Social Services Administration (FSSA) Audit team, in coordination with the Bureau of Rehabilitation Services (BRS). The changes made to the year 2 templates correlate with the recent year 2 contract amendments (effective 4/1/18) and will **assist with reducing/eliminating the reduction or rejection of Establishment Project claims and reduce the documentation that must be submitted to the BRS and the FSSA Audit team during a desk review or onsite visit.**

- Training Costs may only be charged to the establishment project by **direct service staff providing employment services to VR applicants or those eligible to receive VR services**, and/or, **staff providing coaching, mentoring, one-on-one guidance or counseling, or training to direct service staff**. This individual may or may not be charging staffing costs to the project; however, all training costs submitted for reimbursement must be a result of a new/enhanced training and not a training that was customarily provided in the past. **If a provider uses establishment project funds for a new/enhanced training, and the direct employment services staff member leaves the position, the provider may only offer the same training once more during the year (i.e. EST for an added position funded by the establishment project).**

- For tracking purposes, the provider must enter the assigned **POSITION NUMBER** for all direct service staff.
 - o All direct employment services staff **funded** through the Establishment Project, regardless of the percentage charged, must be assigned a standard position number ‘001’ through ‘020.’ If the specific position has turnover (i.e. the person is no longer employed with the organization or restructuring of staff occurred), the position number/title will stay the same but the employee name will change.

 - o All direct service staff who are **not** charging staffing costs to the project must also be assigned a position number ‘NonEstab01’ through ‘NonEstab20.’

Note: the assigned position number for all direct service staff **must** match all other establishment project reporting templates (i.e. the staffing template and the quarterly narrative and metrics report).



- The **POSITION TITLE** selected from the drop-down should never change from the assigned position number. The options are [Employment Specialist](#), [Job Development Specialist](#), [ES Supervisor](#), or [Job Coach](#). Note: the position titles were selected based on common positions listed in the original proposals submitted in response to the Request for Funding (RFF). Please select the title that closely aligns with your staffing structure.

Position Number	List Employee Name	Select Position Title from drop down (for tracking purposes, this should never change from the assigned position number)
001	Sally Smith	<input type="text" value=""/>
002		<input type="text" value=""/>
003		<input type="text" value=""/>

- Select the direct service staff's **PROJECT YEAR OF HIRE** from the drop-down list. **Please review the options carefully** when selecting as you may have direct service staff attending an allowable training who are **not** charging staffing costs to the project. The options are [Year 1](#), [Year 2](#), [Prior to Project with an Enhanced Role](#), or [Prior to Project and Not Charging Staffing Costs](#).

Position Number	List Employee Name	Select Position Title from drop down (for tracking purposes, this should never change from the assigned position number)	List Project Year of Hire
001	Sally Smith	Employment Specialist	<input type="text" value=""/>

DETAILED DESCRIPTION OF TRAINING EXPENSE

The provider must list a detailed description in order for BRS to determine if the training resulted in an allowable cost (i.e. registration cost, trainer fee). If the provider needs additional room for the description, please use Worksheet Three on the template to ensure that all text is visible for review.

Note: if the provider is requesting reimbursement for a trainer fee (i.e. IIDC conducting onsite training), leave the 'employee name' and 'position title' blank. Under 'detailed description,' indicate that the cost is for a trainer fee and list the specific training that was provided.

<p>Detailed Description of Training Expense (i.e. registration). Lack of detail will result in rejection/reduction of the expense.</p>

- **TRAVEL EXPENSES**

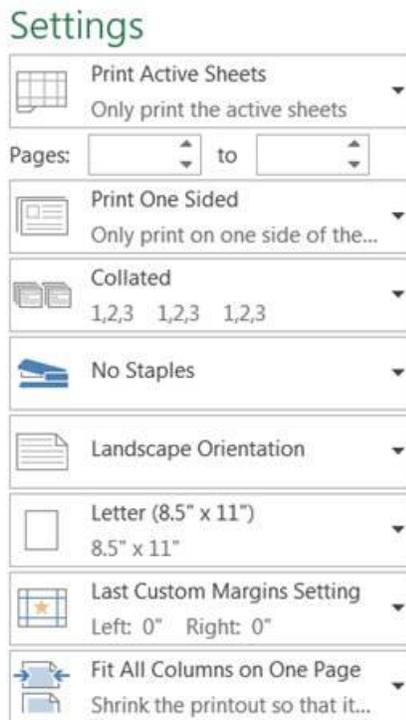
If the training resulted in travel expenses (i.e. mileage, rental car, lodging, per diem resulting from overnight travel), the drop-down must reflect 'Yes' and a Travel Voucher must be included for the reimbursement.

Total monthly training costs	Did the training result in travel expenses?
	<input type="text" value="No"/> <input type="text" value="Yes (Travel Voucher)"/>

Note: A travel voucher must be completed separately for each attendee and itemize daily expenses. Travel information and documents may be viewed/downloaded at <https://www.in.gov/idoa/2459.htm>.

EMAIL THE TEMPLATE AS A PDF

- Submit the templates as a pdf using the following print settings:



Questions regarding the revised staffing template may be submitted to establishmentproject@fssa.in.gov